



DEPARTMENT OF THE ARMY
U.S. Army Forces Central Command - SA
RIYADH SAUDI ARABIA
APO AE 09852



#2002-2

**POLICY LETTER # 2 – PREVENTION OF SEXUAL
HARASSMENT**

11 AUG 02

1. This Policy Letter applies to all military personnel and federal civilian employees assigned, attached, on temporary duty, or otherwise sent to Saudi Arabia to support ARCENT-SA. It also applies to any unit, section, detachment, or other organizational entity attached to or otherwise under the direction or control of ARCENT-SA. The term “federal civilian employees” includes individuals who have an employment or contractual relationship with the Department of the Army, Department of Defense, or any other U.S. Government agency.
2. This Policy Letter is a lawful order. Personnel who violate this Policy Letter may be prosecuted and punished under the Uniform Code of Military Justice, federal labor laws, and/or federal criminal statutes, including the Military Extraterritorial Jurisdiction Act. Violators may also receive administrative sanctions, including separation from the service, termination of employment, or cancellation of a contractual relationship.
3. It is imperative that all personnel in this Command enjoy a work atmosphere free from all forms of discrimination, including sexual harassment. Sexual harassment is unacceptable behavior and is a violation of the high standards of conduct and organizational values necessary for carrying out the Army’s mission.
4. Sexual harassment occurs whenever a serviceperson or federal civilian employee subjects another serviceperson or federal civilian employee to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature and the offensive conduct affects the work environment. Sexual harassment exists when a supervisor makes decisions about a serviceperson’s or employee’s assignments, duties, attendance at schools, promotions, raises, or other employment related benefits based on how an individual reacted to sexually oriented conduct. It also exists when sexually oriented conduct interferes with job performance or creates an intimidating, hostile, or offensive working environment.

5. Any serviceperson or federal civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment. Any person in a supervisory or command position who condones such conduct or uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a serviceperson or federal civilian employee is engaging in sexual harassment.

6. Individuals who are sexually harassed by supervisors, superiors, coworkers, or peers should make it clear that such behavior is offensive. Such individuals should report the harassment to the appropriate supervisory level. This degrading misconduct violates the Uniform Code of Military Justice, federal labor laws, and federal criminal statutes. Violators may be punished under those authorities. Violators may also receive administrative sanctions, including separation from the service, termination of employment, or cancellation of a contractual relationship with the United States Government. Each leader and supervisor must take necessary action to ensure that instances of sexual harassment are addressed swiftly, fairly, and effectively.

7. I hold each leader, manager, and supervisor personally responsible for ensuring that sexually harassing behavior is not tolerated in this Command. Prevention and awareness are the most effective tools for the elimination of sexual harassment. Commanders and supervisors will take steps to sensitize all concerned to the issue of sexual harassment and to deal swiftly and firmly with violators. Each leader, manager, and supervisor is also responsible to ensure full compliance with the procedures for processing sexual harassment complaints as required by the Equal Opportunity Program (AR 600-20) and the Equal Employment Opportunity Program (AR 690-600).

8. Everyone must be afforded full respect and human dignity.

9. This Policy Letter rescinds and supersedes all previous Policy Letters on this subject and will be permanently posted on all unit bulletin boards.

// ORIGINAL SIGNED //
THOMAS H. STANTON
COL, AD
Commanding

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